

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

67869

2. Reason for Submission

☐ Redescription
☐ Reestablishment

3. Service

☐ New
☒ Other

Explanation (Show any positions replaced)

4. Employing Office Location

Philadelphia PA

5. Duty Station

Philadelphia PA

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
☐ Financial Disclosure

☐ Employment and
☐ Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☒ Competitive

☐ Excepted (Specify in Remarks)

☐ SES (Gen.)

☐ SES (CR)

11. Position Is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive

☐ 2--Noncritical Sensitive

☐ 3--Critical

☐ 4--Special Sensitive

13. Competitive Level Code

001

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency, or Establishment

Environmental Protection Specialist GS

028

13

KE

8/26/10

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

Environmental Protection Specialist

GS

028

13

16. Organizational Title of Position (if different from official title)

Environmental Protection Specialist

17. Name of Employee (if vacant, specify)

Elena Sullivan

18. Department, Agency, or Establishment

U.S. Environmental Protection Agency

c. Third Subdivision

d. Fourth Subdivision

a. First Subdivision

Region 3

b. Second Subdivision

Ofc of Enf, Compliance, & Env. Justice

e. Fifth Subdivision

913 14100 / SB000000

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Brian Nishitani, Deputy Director, OECEJ

Signature

Date

Signature

Date

Brian Nishitani

8/9/10

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Environmental Protection Specialist Series, GS-0028, March 1995

Typed Name and Title of Official Taking Action

Kim Crum
Human Resources Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

Kim Crum

8/26/10

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Code 1043 This is the FR. None exempt

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Bus changed per OPM; effective 2/10/2013.

LA

POSITION DESCRIPTION

Environmental Protection Specialist, GS-028-13

Position Number:

Organizational Code:

Organizational Location: EPA, Region 3, Philadelphia
Office of Enforcement, Compliance
& Environmental Justice (OECEJ)
Immediate Office
Philadelphia, PA

Introduction

The position is located in the Environmental Justice Program Office, Office of the Regional Administrator, Environmental Protection Agency, Region 3, Philadelphia, Pennsylvania. This program office has responsibility for planning, developing, and implementing Environmental Justice programs throughout the region. The purpose of this position is the development and implementation of region-wide, cross program approaches to addressing environmental justice concerns and issues affecting the full spectrum of regional operations.

Major Duties

Participates in the development of short-term plans to ensure that environmental justice initiatives are integrated and fully coordinated with the goals and objectives of the region's programs.

Assists in development of complex, long-range plans to guarantee that environmental justice initiatives are integrated into the region's work.

Recognizes the need for and recommends the establishment of practices/programs by EPA that will enhance the agency's Environmental Justice Programs.

Conducts reviews of on-going programs/initiatives and evaluates performance in relation to program managers about environmental justice concerns.

Recommends program adjustment, where feasible and/or appropriate.

Develops evaluation findings, including GIS information and presents recommendations intended to resolve identified problems or needs.

Conducts environmental justice assessments, which will include charts, graphs, and maps, on current regional projects that deal with environmental justice issues.

Performs environmental justice analysis on ongoing regional projects in the various environmental media programs to demonstrate that environmental justice is being achieved.

Conducts environmental risk and health disparities studies where data analysis, environmental modeling, and spatial statistics tools and skills are applied. Studies will reveal the progress of the regional's efforts. Studies will be presented at state, regional, and national conferences.

Serves as project officer for environmental justice grants and cooperative agreements. Also serves as work assignment manager for various contract mechanisms available to the office.

Formulates program plans or changes to accommodate evolving needs, priorities, and operations.

Investigates trends, conditions, or impediments to program initiatives identified by management officials.

Assists in developing comprehensive plans to correct deficiencies or strengthen program operations.

Identifies programmatic and operational matters impacting environmental justice concerns throughout planning and execution phases of environmental program delivery, ranging from risk assessment to compliance and enforcement, education, and outreach.

Analyses pros and cons of alternate strategies.

Identifies and builds relationships with constituencies affected by environmental issues and develops a strategy to ensure input and representation in the region's environmental planning process, enforcement, clean-up, and monitoring.

Meets with grass-root and community organizations, nonprofit and special interest groups to discuss environmental justice issues and concerns and establishes external advisory groups to provide continuity and consistency of programmatic input and representation.

Enhances environmental justice outreach, training, and education programs for public and other groups through conferences symposia, and meetings.

Factor 1, Knowledge Required by the Position—Level 1-8—1550 Points

Mastery of program principles, concepts, practices, methods and techniques to apply new development and theories to major problems not susceptible to treatment by accepted methods.

Expert knowledge of Federal, state and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Factor 2, Supervisory Controls—Level 2-4—450 Points

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects and work to be done.

The environmental protection specialist, having developed expertise in a particular program or functional area (e.g. municipal solid waste, land disposal, environmental information management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives.

The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3, Guidelines—Level 3-4—450 Points

Guidelines include Federal Statutes, Agency Operating guidance and policies, Headquarters directives, Region 3 policies, technical literature, and established practices.

Guidelines embrace a broad range of Federal and State statutes, EPA Headquarters Directives, Region 3 policies, engineering or science manuals and publications.

Guidelines embrace a range of technical and administrative criteria involving concepts and principles, for which the employee must either select, interpret, apply, adapt, modify, or develop supplemental material to meet the need of Region 3. Based on the nature of the specific Environmental Justice initiative, the incumbent will deviate from traditional engineering or scientific methods and practices as required.

Factor 4, Complexity—Level 4-5—325 Points

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of facilities, sites, programs, etc. (e.g., planning and conducting/coordinating inspections to identify and evaluate violations in a variety of complex industrial and commercial establishments throughout a multi state area) or intensive analysis and problem solving (as a recognized expert) in a program or functional area.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State needs and Federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance; establishing criteria for administering or evaluating environmental programs; or developing policy guidance and procedural material for use by operating personnel.

Factor 5, Scope and Effect—Level 5-4—225 Points

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing operating guidance or procedural manuals for major agency activities); formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to regional and operating personnel, State and local officials, industry representatives, and others on specific functions or programs.

Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes. The work directly influences the effectiveness and acceptability of total environmental protection systems and/or programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

Factor 6, Personal Contacts—Level 6-3—60 Points

Personal contacts are with engineers, scientists, and other subject-matter specialists of headquarters and regional offices with the agency, environmental justice and grass-root community organizations, officials and professionals of other agencies, industry representatives, members of congressional committees, and fellow members of national societies, regulated community, and public.

Factor 7, Purpose of Contacts—Level 7-3—120 Points

The chief purpose of contacts is to obtain or provide technical information concerning practical and cost-effective techniques, processes, equipments, and systems to address environmental justice concerns and/or assistance. Such information involves both current and future technology and generally involves alternative approaches and technical issues that are either conflicting or controversial in nature. The employee influences or persuades other subject matter specialists to adopt new or different approaches when confronted with conflicting or controversial issues.

Factor 8, Physical Demands—Level 8-1—5 Points

The work is primarily sedentary, although some physical effort may be required, e.g. walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9, Work Environmental—Level 9-1—5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information <i>3152A SEC.0010541</i>		Percentage of Time Spent on Extramural Resources Management	
Name	Erin Sullivan		This position has no extramural resources management responsibilities.
Position Number	67869	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	EPS		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-028-12/13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	OECEJ, Immediate Office	<i>90314100</i>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <i>[Signature]</i>	Date <i>7/15/10</i>
Personnel Specialist's Signature <i>[Signature]</i>	Date <i>8/26/10</i>

Part 1. Contracts Management Duties

Pre-award: <input type="checkbox"/> Plans Procurements <input type="checkbox"/> Estimates Costs <input type="checkbox"/> Obtains funding commitments <input type="checkbox"/> Prepares procurement requests <input type="checkbox"/> Writes statements of work <input type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) _____	<input type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input type="checkbox"/> Defines scope of work for work assignments <input type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input type="checkbox"/> Reviews invoices <input type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) _____ Close-out: <input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) _____
Post-award: <input type="checkbox"/> Prepares delivery orders <input type="checkbox"/> Reviews contractor work plans <input type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Percentage of Time Spent on Contracts Management <div style="border: 1px solid black; width: 50px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div> %

Continued

Part 2. Grants/Cooperative Agreements Duties	
Pre-application/Application:	<input checked="" type="checkbox"/> Advises Grants Management Office of potential problems/issues
<input type="checkbox"/> Prepares solicitation for proposals	<input type="checkbox"/> Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<input type="checkbox"/> Identifies potential grantees for area of program emphasis	<input type="checkbox"/> Approves payments requests or ACH drawdowns
<input type="checkbox"/> Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	<input checked="" type="checkbox"/> Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
<input checked="" type="checkbox"/> Provides administrative information to applicants	<input type="checkbox"/> Negotiates amendments
<input checked="" type="checkbox"/> Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	<input type="checkbox"/> Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
<input type="checkbox"/> Assists applicant in resolving issues in application	<input type="checkbox"/> When necessary, recommends termination of the agreement
<input checked="" type="checkbox"/> For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	<input type="checkbox"/> Resolves with Grants Management Office administrative and financial issues
<input type="checkbox"/> Negotiates level of funding	<input type="checkbox"/> Conducts periodic reviews to ensure compliance with agreement
<input checked="" type="checkbox"/> Conducts site visits to evaluate program capability	<input type="checkbox"/> Other (list)
<input checked="" type="checkbox"/> Serves as resource to Selection Panel	Close-out:
<input checked="" type="checkbox"/> Informs applicants of funding decisions	<input checked="" type="checkbox"/> Certifies deliverables were satisfactory and timely
<input type="checkbox"/> Other (list)	<input checked="" type="checkbox"/> Provides assistance to recipients and Grants Management Office to ensure timely close-out
Award:	<input type="checkbox"/> Reconciles payment with work performed
<input checked="" type="checkbox"/> Prepares funding package, including Decision Memorandum	<input checked="" type="checkbox"/> Notifies recipient of close-out requirements
<input type="checkbox"/> Obtains concurrences/approvals	<input type="checkbox"/> Obtains legal assistance if necessary to resolve incomplete close-out
<input type="checkbox"/> Reviews/concurs in completed document	<input type="checkbox"/> If project is audited, responds to issues and ensures recipient complies with audit recommendations
<input checked="" type="checkbox"/> Establishes project file	<input type="checkbox"/> Other (list)
<input type="checkbox"/> Other (list)	Percentage of Time Spent on Grants/Cooperative Agreements Management
Project Management/Administration:	<div style="text-align: right;"><u>15</u> %</div>
<input checked="" type="checkbox"/> Monitors recipient's activities and progress	
<input checked="" type="checkbox"/> Reviews reports and deliverables and notifies recipient of comments	
<input checked="" type="checkbox"/> Provides technical assistance to recipients	

Part 3. Interagency Agreements Duties	
Pre-Agreement:	<input type="checkbox"/> Monitors cost management and overall technical performance
<input type="checkbox"/> Plans and negotiates work effort	<input type="checkbox"/> Participates in decisions about project modification/termination
<input type="checkbox"/> Estimates costs	<input type="checkbox"/> Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
<input type="checkbox"/> Obtains funding commitments	<input type="checkbox"/> Inspects and accepts deliverables
<input type="checkbox"/> Prepares commitment notice	<input type="checkbox"/> Other (list)
<input type="checkbox"/> Writes or reviews scope of work	Close-out:
<input type="checkbox"/> Responds to pre-agreement inquiries	<input type="checkbox"/> Reviews final report
<input type="checkbox"/> Participates in pre-agreement conferences	<input type="checkbox"/> Decides on disbursement of equipment
<input type="checkbox"/> Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)	<input type="checkbox"/> Reconciles payments with work performed
<input type="checkbox"/> Negotiates and ensures execution of Superfund State Contracts (Superfund only)	<input type="checkbox"/> Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
<input type="checkbox"/> Performs technical evaluation of work plan and budget	<input type="checkbox"/> Certifies deliverables
<input type="checkbox"/> Prepares funding package and obtains necessary concurrences	<input type="checkbox"/> Resolves close-out issues with Grants Management Office/other agency
<input type="checkbox"/> Other (list)	<input type="checkbox"/> Other (list)
Project Management/Administration:	Percentage of Time Spent on Interagency Agreements Management:
<input type="checkbox"/> Reviews progress reports/financial reports	<div style="text-align: right;"><u>0</u> %</div>



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: Region 3 Type of Action: Promotion SF 52 Request No.: 3EC0012060

Position Title/Series/Grade: EPS/GS-0028-13

Full Performance Level (FPL) of Position: FPL-GS-13
(Risk designation is based on FPL)

Functional Title (if applicable): _____
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 12BVO3C0001. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? Sullivan, Erin
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/
Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement
Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #:

3EC0012060

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☒ No (If "Yes," check all that apply.)
- | | |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☒ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations): ☐ Yes ☒ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|--|
| Communicates with: | Communication methods: |
| <input checked="" type="checkbox"/> EPA personnel | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input checked="" type="checkbox"/> Posts material on the EPA Intranet or public website |
| | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No
Describe: _____

Brian M. Nishitani

Name (Please Print)

Acting Deputy Director 06255

Title

Signature

Date

11/7/11



SF 52 Number 3EC0011107 Processed

Personnel Security o Kathryn Kosinski

12/14/2010 11:06 AM

CC: Cheryl Talbot, SSC_RTP_PSB, Carol Eyet, Monica Maio, Alicia
Martinez, Donna Sutsko

Dear Kathryn Kosinski,

SF 52 number 3EC0011107 for Erin Sullivan was received by the Personnel Security Branch (PSB) on December 13, 2010 and released on December 14, 2010. The position was designated as Low Risk.

If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

Jon Ross, Acting Chief
Personnel Security Branch

2nd Selection



Risk Designation: Unnamed SF 52 Number 3EC0010591

Personnel Security

to:

Kim Crum, Linda Freeman

09/02/2010 09:09 AM

Cc:

Cheryl Talbot, SSC_RTP_PSB

Show Details

Dear Kim Crum,

3EC001107 The Personnel Security Branch (PSB) has designated the position on unnamed SF 52 number 3EC0010591 as Low Risk. The SF 52 was received by PSB on 27-Aug-2010 and processed on 02-Sep-2010.

The position requires a NACI - National Agency Check And Inquiries at a cost of \$121.

If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

Jon Ross, Acting Chief
Personnel Security Branch



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

SF 52 Checklist

SF 52 Request #: 3EC0010591 Position Title/Series: EPS/028

Entry Grade(s)/Full Performance Level of Position: GS-12/13

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): _____

DIRECTIONS: This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☐ No ☒
If you answered "Yes," please skip all remaining questions, sign and date the form.

- | | |
|---|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk) | <input type="checkbox"/> Contract Specialist (Moderate Risk) |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk) |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk) | <input type="checkbox"/> Attorney (Moderate Risk) |
| <input type="checkbox"/> Criminal Investigator (High Risk) | <input type="checkbox"/> Deputy Division Director (High Risk) |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk) |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk) | |

Directions for Questions 1-13: Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

- (1) Requires access to classified or sensitive information or materials: Yes ☐ No ☒

<input type="checkbox"/> Secret	<input type="checkbox"/> Other information that if compromised could cause harm
<input type="checkbox"/> Top Secret	<input type="checkbox"/> Audits
<input type="checkbox"/> Personally identifiable information	<input type="checkbox"/> Investigations
<input type="checkbox"/> Proprietary information	<input type="checkbox"/> EPA's financial resources/records
<input type="checkbox"/> Confidential business information	

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☒

What hazardous materials are involved? _____

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety: Yes ☐ No ☒

- | | |
|---|--|
| (3) Supervision level received: | Work is reviewed: |
| <input type="checkbox"/> Close supervision | <input type="checkbox"/> While in progress |
| <input checked="" type="checkbox"/> General supervision | <input type="checkbox"/> Only after completion |
| <input type="checkbox"/> Administrative only | |

Administrative controls are in place: Yes ☒ No ☐

What are they? SUPERVISORY

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? _____

What amount of funding? _____

What is the financial limit? _____

SF 52 Request#: _____

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens: Yes ☐ No ☒

Communicates with:

- ☒ Individuals
☐ Government-wide audience
☐ Audience beyond government

Communication products involved are:

- ☒ Technical or policy reports
☐ Documents containing sensitive information
☐ Outreach or public relations material
☐ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications: Yes ☐ No ☒

What is involved? _____

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☒

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☒

What personnel, programs and/or activities are involved? _____

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☒

(11) Requires credentials: Yes ☐ No ☒

(12) The scope of this position is:

- ☐ Local
☒ Regional
☐ National
☐ Global

The impact/potential harm this position could cause would be:

- ☒ Internal to EPA
☐ Government-wide
☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☒

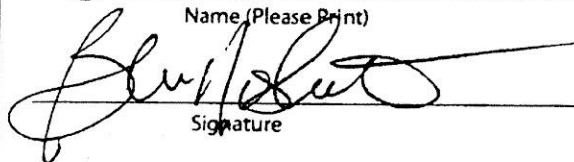
Explain what they are: _____

Brian M. Nishutani

Name (Please Print)

Acting Deputy Director OECES

Title



Signature

7/1/10

Date

PSB Use Only

Risk Designation:

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

67869

2. Reason for Submission

☐ Redescription ☐ New ☐ Hdqtrs ☒ Field
☐ Reestablishment ☒ Other

Explanation (Show any positions replaced)

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

Philadelphia PA

5. Duty Station

Philadelphia PA

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☐ No

10. Position Status

☒ Competitive ☐ Excepted (Specify in Remarks)

11. Position Is

☐ Supervisory ☐ Managerial ☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

101

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Environmental Protection Agency

GS

028

12

12

8/26/10

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

Environmental Protection Specialist

17. Name of Employee (if vacant, specify)

Elena Sullivan

16. Organizational Title of Position (if different from official title)

Environmental Protection Specialist

18. Department, Agency, or Establishment

U.S. Environmental Protection Agency

c. Third Subdivision

a. First Subdivision

Region 3

d. Fourth Subdivision

b. Second Subdivision

Ofc of Enf, Compliance, & Env. Justice

e. Fifth Subdivision

90314100/SB000000

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Brian Nishitani, Deputy Director, OECEJ

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Environmental Protection Specialist Series, GS-0028, March 1995

Typed Name and Title of Immediate Supervisor

Kim Crum

Human Resources Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

PA 13 PosCode 0011

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

LR

36C 0011167

POSITION DESCRIPTION

Environmental Protection Specialist, GS-028-12

Position Number:

Organizational Code:

Organizational Location: EPA, Region 3, Philadelphia
Office of Enforcement, Compliance
& Environmental Justice (OECEJ)
Immediate Office
Philadelphia, PA

Introduction

The position is located in the Environmental Justice Program Office, Office of the Regional Administrator, Environmental Protection Agency, Region 3, Philadelphia, Pennsylvania. This program office has responsibility for planning, developing, and implementing Environmental Justice programs throughout the region. The purpose of this position is the development and implementation of region-wide, cross program approaches to addressing environmental justice concerns and issues affecting the full spectrum of regional operations.

Major Duties

Participates in the development of short-term plans to ensure that environmental justice initiatives are integrated and fully coordinated with the goals and objectives of the region's programs.

Assists in development of complex, long-range plans to guarantee that environmental justice initiatives are integrated into the region's work.

Recognizes the need for and recommends the establishment of practices/programs by EPA that will enhance the agency's Environmental Justice Programs.

Conducts reviews of on-going programs/initiatives and evaluates performance in relation to program managers about environmental justice concerns.

Recommends program adjustment, where feasible and/or appropriate.

Develops evaluation findings, including GIS information and presents recommendations intended to resolve identified problems or needs.

Conducts environmental justice assessments, which will include charts, graphs, and maps, on current regional projects that deal with environmental justice issues.

Performs environmental justice analysis on ongoing regional projects in the various environmental media programs to demonstrate that environmental justice is being achieved.

Conducts environmental risk and health disparities studies where data analysis, environmental modeling, and spatial statistics tools and skills are applied. Studies will reveal the progress of the regional's efforts. Studies will be presented at state, regional, and national conferences.

Serves as project officer for environmental justice grants and cooperative agreements. Also serves as work assignment manager for various contract mechanisms available to the office.

Formulates program plans or changes to accommodate evolving needs, priorities, and operations.

Investigates trends, conditions, or impediments to program initiatives identified by management officials.

Assists in developing comprehensive plans to correct deficiencies or strengthen program operations.

Identifies programmatic and operational matters impacting environmental justice concerns throughout planning and execution phases of environmental program delivery, ranging from risk assessment to compliance and enforcement, education, and outreach.

Analyses pros and cons of alternate strategies.

Identifies and builds relationships with constituencies affected by environmental issues and develops a strategy to ensure input and representation in the region's environmental planning process, enforcement, clean-up, and monitoring.

Meets with grass-root and community organizations, nonprofit and special interest groups to discuss environmental justice issues and concerns and establishes external advisory groups to provide continuity and consistency of programmatic input and representation.

Enhances environmental justice outreach, training, and education programs for public and other groups through conferences symposia, and meetings.

Factor 1, Knowledge Required by the Position—Level 1-7—1250 Points

Knowledge of concepts, principles, and practices of environmental programs that enable the employee to serve as a technical specialist in the development of environmental justice guidelines and policies concerning best practical and cost effective techniques, processes, equipments, and systems in other regional programs.

Knowledge and skill to evaluate and incorporate the latest developments in the environmental programs into technical environmental justice guidelines.

Broad knowledge of EPA's substantive operating programs, mission, objectives, and organization in order to understand and assess actual and potential environmental justice impacts of complex technical, regulatory, and enforcement programs.

Knowledge of programmatic interrelationships and operational characteristics affecting environmental justice concerns and issues.

Broad Knowledge of the technical field of environmental justice as a multi-disciplined approach to the socio-economic, scientific, and regulatory accomplishment of environmental protection, clean-up, and protection of human health and safety.

Appropriate interpersonal and communication skills to effectively meet and deal with diverse groups and audiences; frequently at a high level, who may have competing objectives or interests.

Oral communication skills to make formal presentations and briefings.

Written communication skills to prepare technical and programmatic proposals relating to the Environmental Justice Program.

Factor 2, Supervisory Controls—Level 2-4—450 Points

Supervisor makes initial assignments in the form of responsibility for specific regions and industries together with operational requirements.

Work to be done, objectives and policies are established by the employee in the consultation with the supervisor.

The employee independently plans own work, coordinates with engineers, scientists, or subject-matter specialists, resolves technical or administrative problems, and carries assignments through to completion.

The employee renders advice independently but keeps supervisor informed on major or controversial issues.

Completed work and technical decisions or recommendations are accepted as technically sound, but reviewed for conformance with policy and program objectives, budgetary considerations, and compatibility with work of other specialists serving other regions of the agency.

Factor 3, Guidelines—Level 3-4—450 Points

Guidelines include agency policies and regulations, standard technical literature, manufacturers' catalogs, precedents and practices.

The employee uses initiative and judgment in selecting, adapting, and applying pertinent guidelines. In addition, the employee uses ingenuity and resourcefulness in deviating from or extending established methods or techniques in those situations where guidelines are not completely applicable.

The employee also exercises judgment in advising regional office on: the applicability of agency policy and regulations, and the application, adaptation of, or need to deviate from or extend standard practices to new situations or relate precedents to situations with comparable but conflicting issues.

Factor 4, Complexity—Level 4-4—225 Points

Assignments involve a full range of scientific techniques and processes. Technical considerations while normally within the state-of-the-art, entail adapting or extending standard techniques, since stationary sources involve varied characteristics for which standard methods are not directly applicable. The employee also makes scientific economic assessments of proposed methods and plans.

Factor 5, Scope and Effect—Level 5-4—225 Points

Purpose of the position is to provide a technical specialist to advise assigned programs on specific environmental justice programs and initiatives. This includes examining technical and administrative issues and improving the infrastructure to ensure that environmental justice concerns are addressed by regional programs.

Factor 6, Personal Contacts—Level 6-3—60 Points

Personal contacts are with engineers, scientists, and other subject-matter specialists of headquarters and regional offices with the agency, environmental justice and grass-root community organizations, officials and professionals of other agencies, industry representatives, members of congressional committees, and fellow members of national societies, regulated community, and public.

Factor 7, Purpose of Contacts—Level 7-3—120 Points

The chief purpose of contacts is to obtain or provide technical information concerning practical and cost-effective techniques, processes, equipments, and systems to address environmental justice concerns and/or assistance. Such information involves both current and future technology and generally involves alternative approaches and technical issues that are either conflicting or controversial in nature. The employee influences or

persuades other subject matter specialists to adopt new or different approaches when confronted with conflicting or controversial issues.

Factor 8, Physical Demands—Level 8-1—5 Points

The work is sedentary in nature.

Factor 9, Work Environmental—Level 9-1—5 Points

Most of the work is in an office setting although there may be occasional travel to regional offices.



SF 52 Number 3EC0012060 Processed

Personnel Security to: Kyle Barja

11/25/2011 10:50 AM

Cc: Cheryl Talbot, Kim Crum, SSC_RTP_PSB, Carol Eyet, Monica Maio,
Alicia Martinez, Donna Sutsko

From: Personnel Security@EPA

To: Kyle Barja/RTP/USEPA/US@EPA

Cc: Cheryl Talbot/R3/USEPA/US@EPA, Kim Crum/RTP/USEPA/US@EPA,
SSC_RTP_PSB@EPA, Carol Eyet/DC/USEPA/US@EPA, Monica Maio/R3/USEPA/US@EPA,
Alicia Martinez/R3/USEPA/US@EPA, Donna Sutsko/R3/USEPA/US

Dear Kyle Barja,

SF 52 number 3EC0012060 for Erin Sullivan was received by the Personnel Security Branch (PSB) on November 23, 2011 and released on November 25, 2011. The position was designated as Low Risk.

If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

Jon Ross, Acting Chief
Personnel Security Branch